

REQUESTS TO HANG BANNERS IN THE VILLAGE OF DOBBS FERRY REQUIRE BOARD OF TRUSTEES APPROVAL.

PLEASE SUBMIT YOUR REQUESTS TO HANG BANNERS TO THE VILLAGE CLERK AT: [ldreaper@dobbsferry.com](mailto:ldreaper@dobbsferry.com)

YOUR REQUEST SHOULD INCLUDE A COPY OF WHAT THE BANNER WILL LOOK LIKE, THE LOCATION(S) WHERE YOU ARE REQUESTING TO PLACE A BANNER(S), THE DATE YOU WANT THE BANNER(S) HUNG AND THE DATE THAT YOU WANT THE BANNER(S) TAKEN DOWN.

UPON APPROVAL FROM THE BOARD OF TRUSTEES PLEASE BRING THE BANNER(S) TO MS. JENNIFER DORMAN AT VILLAGE HALL, 112 MAIN STREET. **DO NOT** DROP OFF BANNER(S) AT THE DPW FACILITY ON STANLEY AVENUE.

THE VILLAGE CANNOT BE RESPONSIBLE FOR BANNERS THAT ARE NOT PICKED UP/LEFT AT VILLAGE HALL AFTER THEY ARE TAKEN DOWN. AFTER THE DATE THAT THE BANNER(S) IS TAKEN DOWN PLEASE PICK UP THE BANNER(S) AT VILLAGE HALL, 112 MAIN STREET. CALL MS. DORMAN AT: 914-231-8507 TO LET HER KNOW WHEN YOU WILL PICK UP THE BANNER(S).

**BANNER SPECIFICATIONS FOR BANNERS TO BE HUNG AT THE CEDAR/MAIN STREET INTERSECTION:**

**BANNER SPECIFICATIONS**

- Con Ed permission is only for the North side of Cedar Street, at the Main Street intersection.
- One cable (can be a clothesline) on which to hang the banner
- Maximum size: 3' high and 25' wide
- Banner should have wind relief holes (simple C's cut in the banner).
- Individual letters should be avoided since there is no lower cable to secure them. They tend to twist and get tangled.